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Conference of the Parties

Report of the Conference of the Parties on its nineteenth session, held in Warsaw from 11 to 23 November 2013

Addendum

Part two: Action taken by the Conference of the Parties at its nineteenth session

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Decision 24/CP.19

Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention

The Conference of the Parties,

Recalling Article 4, paragraph 1, Article 10, paragraph 2, and Article 12, paragraph 1, of the Convention,

Also recalling decisions 3/CP.5, 18/CP.8, 13/CP.9, 14/CP.11 and 15/CP.17,

Noting that the revised "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories", adopted by decision 3/CP.5 and subsequently revised and complemented by decisions 18/CP.8 and 14/CP.11, need to be updated to incorporate the Intergovernmental Panel on Climate Change *2006 IPCC Guidelines for National Greenhouse Gas Inventories,*

1. *Adopts* the revised "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories" contained in annex I, the revised common reporting format tables contained in annex II and the global warming potential values contained in annex III;

2. *Decides* that, from 2015 until a further decision is adopted by the Conference of the Parties, the global warming potential values used by Parties included in Annex I to the Convention (Annex I Parties) to calculate the carbon dioxide equivalence of anthropogenic emissions by sources and removals by sinks of greenhouse gases shall be those listed in the column entitled "Global warming potential for given time horizon" in table 2.14 of the errata to the contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change, based on the effects of greenhouse gases over a 100-year time horizon, as contained in annex III;

3. *Also decides* that Annex I Parties shall use the guidelines referred to in paragraph 1 above in preparing their inventories, due by 15 April each year, beginning in 2015, provided that the upgraded CRF Reporter has been made available in accordance with paragraph 5 below. If the CRF Reporter is not available in line with paragraph 5 below, Parties may submit the CRF tables after 15 April but no longer than the corresponding delay in the CRF Reporter availability;

4. *Encourages* Annex I Parties to use the Intergovernmental Panel on Climate Change *2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands* in preparing their annual inventories under the Convention due in 2015 and beyond;

5. *Requests* the secretariat to make available to Annex I Parties, by June 2014 at the latest, the upgraded CRF Reporter, in order to enable them to submit their inventories, due by 15 April 2015;

6. *Invites* Annex I Parties in a position to do so to provide supplementary funding for the completion of the upgraded CRF Reporter;

7. *Takes note* of the estimated budgetary implications of the activities to be undertaken by the secretariat as referred to in paragraph 5 above;

8. *Requests* that the actions of the secretariat called for in this decision be undertaken subject to the availability of financial resources.

Annex I

[English only]

Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by decision 24/CP.19, adopted the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories" (UNFCCC Annex I inventory reporting guidelines) and tables of the common reporting format to implement the use of the *2006 IPCC Guidelines for National Greenhouse Gas inventories* (2006 IPCC Guidelines).

B. Scope of the note

2. This document contains the complete updated UNFCCC Annex I inventory reporting guidelines for all inventory sectors. The UNFCCC Annex I reporting guidelines on annual greenhouse gas inventories have been updated to reflect the implementation of the use of the 2006 IPCC Guidelines.

II. Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories

A. Objectives

1. The "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories" (hereinafter referred to as the UNFCCC Annex I inventory reporting guidelines) cover the estimation and reporting of anthropogenic[1] greenhouse gas (GHG) emissions and removals in both annual GHG inventories and inventories included in national communications, as specified by decision 11/CP.4 and other relevant decisions of the COP.

2. The objectives of the UNFCCC Annex I inventory reporting guidelines are:

(a) To assist Parties included in Annex I to the Convention (Annex I Parties) in meeting their commitments under Articles 4 and 12 of the Convention;

(b) To contribute to ensuring the transparency of emission reduction commitments;

(c) To facilitate the process of considering annual national inventories, including the preparation of technical analysis and synthesis documentation;

(d) To facilitate the process of verification, technical assessment and expert review of the inventory information;

(e) To assist Annex I Parties in ensuring and/or improving the quality of their annual GHG inventory submissions.

[1] Any reference to GHG emissions and removals in the guidelines shall be understood as anthropogenic GHG emissions and removals.

B. Principles and definitions

3. The annual GHG inventory should be transparent, consistent, comparable, complete and accurate.

4. In the context of these UNFCCC Annex I inventory reporting guidelines:

(a) *Transparency* means that the data sources, assumptions and methodologies used for an inventory should be clearly explained, in order to facilitate the replication and assessment of the inventory by users of the reported information. The transparency of inventories is fundamental to the success of the process for the communication and consideration of the information. The use of the common reporting format (CRF) tables and the preparation of a structured national inventory report (NIR) contribute to the transparency of the information and facilitate national and international reviews;

(b) *Consistency* means that an annual GHG inventory should be internally consistent for all reported years in all its elements across sectors, categories and gases. An inventory is consistent if the same methodologies are used for the base and all subsequent years and if consistent data sets are used to estimate emissions or removals from sources or sinks. Under certain circumstances referred to in paragraphs 16 to 18 below, an inventory using different methodologies for different years can be considered to be consistent if it has been recalculated in a transparent manner, in accordance with the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the 2006 IPCC Guidelines);

(c) *Comparability* means that estimates of emissions and removals reported by Annex I Parties in their inventories should be comparable among Annex I Parties. For that purpose, Annex I Parties should use the methodologies and formats agreed by the COP for making estimations and reporting their inventories. The allocation of different source/sink categories should follow the CRF tables provided in annex II to decision 24/CP.19 at the level of the summary and sectoral tables;

(d) *Completeness* means that an annual GHG inventory covers at least all sources and sinks, as well as all gases, for which methodologies are provided in the 2006 IPCC Guidelines or for which supplementary methodologies have been agreed by the COP. Completeness also means the full geographical coverage of the sources and sinks of an Annex I Party;[2]

(e) *Accuracy* means that emission and removal estimates should be accurate in the sense that they are systematically neither over nor under true emissions or removals, as far as can be judged, and that uncertainties are reduced as far as practicable. Appropriate methodologies should be used, in accordance with the 2006 IPCC Guidelines, to promote accuracy in inventories.

5. In the context of these reporting guidelines, the definitions of common terms used in GHG inventory preparation are those provided in the 2006 IPCC Guidelines.

C. Context

6. The UNFCCC Annex I inventory reporting guidelines also cover the establishment and maintenance of national inventory arrangements for the purpose of the continued preparation of timely, complete, consistent, comparable, accurate and transparent annual GHG inventories.

[2] According to the instrument of ratification, acceptance, approval or accession to the Convention of each Annex I Party.

7. An annual GHG inventory submission shall consist of an NIR and the CRF tables, as set out in annexes I and II to decision 24/CP.19. The annual submission also comprises information provided by an Annex I Party in addition to its submitted NIR and CRF tables.

D. Base year

8. The year 1990 should be the base year for the estimation and reporting of inventories. According to the provisions of Article 4, paragraph 6, of the Convention and decisions 9/CP.2, 11/CP.4 and 7/CP.12, the following Annex I Parties that are undergoing the process of transition to a market economy are allowed to use a base year or a period of years other than 1990, or a level of emissions as established by a decision of the COP, as follows:

Bulgaria:	1988
Croatia:	1990[3]
Hungary:	the average of the years 1985 to 1987
Poland:	1988
Romania:	1989
Slovenia	1986

E. Methods

Methodology

9. Annex I Parties shall use the methodologies provided in the 2006 IPCC Guidelines, unless stated otherwise in the UNFCCC Annex I inventory reporting guidelines, and any supplementary methodologies agreed by the COP, and other relevant COP decisions to estimate anthropogenic emissions by sources and removals by sinks of GHGs not controlled by the Montreal Protocol.

10. Annex I Parties may use different methods (tiers) contained in the 2006 IPCC Guidelines, prioritizing these methods in accordance with the 2006 IPCC Guidelines. Annex I Parties may also use national methodologies which they consider better able to reflect their national situation, provided that these methodologies are compatible with the 2006 IPCC Guidelines and are well documented and scientifically based.

11. For categories[4] that are determined to be key categories, in accordance with the 2006 IPCC Guidelines, and estimated in accordance with the provisions in paragraph 14 below, Annex I Parties should make every effort to use a recommended method, in accordance with the corresponding decision trees in the 2006 IPCC Guidelines. Annex I Parties should also make every effort to develop and/or select emission factors (EFs), and collect and select activity data (AD), in accordance with IPCC good practice. Where national circumstances prohibit the use of a recommended method, then the Annex I Party shall explain in its annual GHG inventory submission the reason(s) as to why it was unable to implement a recommended method in accordance with the decision trees in the 2006 IPCC Guidelines.

[3] In accordance with decision 7/CP.12.

[4] The term "categories" refers to both source and sink categories as set out in the 2006 IPCC Guidelines. The term "key categories" refers to the key categories as addressed in the 2006 IPCC Guidelines.

12. The 2006 IPCC Guidelines provide default methodologies which include default EFs and in some cases default AD for the categories to be reported. As the assumptions implicit in these default data, factors and methods may not be appropriate for specific national circumstances, Annex I Parties should use their own national EFs and AD, where available, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines and are considered to be more accurate than the defaults. If Annex I Parties lack country-specific information, they could also use EFs or other parameters provided in the IPCC Emission Factor Database, where available, provided that they can demonstrate that those parameters are appropriate in the specific national circumstances and are more accurate than the default data provided in the 2006 IPCC Guidelines. Annex I Parties shall transparently explain in their annual GHG inventory submissions what data and/or parameters have been used.

13. Parties are encouraged to refine estimates of anthropogenic emissions and removals in the land use, land-use change and forestry (LULUCF) sector through the application of tier 3 methods, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines, and information for transparency is provided in accordance with paragraph 50(a) below.

Key category identification

14. Annex I Parties shall identify their key categories for the base year and the latest reported inventory year, using approach 1, level and trend assessment, including and excluding LULUCF. Parties are encouraged to also use approach 2 and to add additional key categories to the result of approach 1.

Uncertainties

15. Annex I Parties shall quantitatively estimate the uncertainty of the data used for all source and sink categories using at least approach 1, as provided in the 2006 IPCC Guidelines, and report uncertainties for at least the base year and the latest inventory year and the trend uncertainty between these two years. Annex I Parties are encouraged to use approach 2 or a hybrid of approaches 1 and 2 provided in the 2006 IPCC Guidelines, in order to address technical limitations of approach 1. The uncertainty of the data used for all source and sink categories should also be qualitatively discussed in a transparent manner in the NIR, in particular for categories that were identified as key categories.

Recalculations and time-series consistency

16. The inventory for a time series, including the base year and all subsequent years for which the inventory has been reported, should be estimated using the same methodologies, and the underlying AD and EFs should be obtained and used in a consistent manner, ensuring that changes in emission trends are not introduced as a result of changes in estimation methods or assumptions over the time series of estimates.

17. Recalculations should ensure the consistency of the time series and shall be carried out to improve accuracy and/or completeness. Where the methodology or manner in which underlying AD and EFs are gathered has changed. Annex I Parties should recalculate their inventories for the base year and subsequent years of the times series. Annex I Parties should evaluate the need for recalculations relative to the reasons provided in the 2006 IPCC Guidelines, in particular for key categories. Recalculations should be performed in accordance with 2006 IPCC Guidelines and the general principles set down in these reporting guidelines.

18. In some cases it may not be possible to use the same methods and consistent data sets for all years, owing to a possible lack of AD, EFs or other parameters directly used in the calculation of emission estimates for some historical years, including the base year. In such cases, emissions or removals may need to be recalculated using alternative methods

not generally covered by paragraph 9 above. In these instances, Annex I Parties should use one of the techniques provided in the 2006 IPCC Guidelines to estimate the missing values. Annex I Parties should document and report the methodologies used for the entire time series.

Quality assurance/quality control

19. Each Annex I Party shall elaborate an inventory quality assurance/quality control (QA/QC) plan and implement general inventory QC procedures in accordance with its QA/QC plan following the 2006 IPCC Guidelines. In addition, Annex I Parties should apply category-specific QC procedures for key categories and for those individual categories in which significant methodological changes and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines. In addition, Annex I Parties should implement QA procedures by conducting a basic expert peer review of their inventories in accordance with the 2006 IPCC Guidelines.

F. National inventory arrangements

20. Each Annex I Party should implement and maintain national inventory arrangements for the estimation of anthropogenic GHG emissions by sources and removals by sinks. The national inventory arrangements include all institutional, legal and procedural arrangements made within an Annex I Party for estimating anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, and for reporting and archiving inventory information.

21. National inventory arrangements should be designed and operated:

(a) To ensure the transparency, consistency, comparability, completeness and accuracy of inventories, as defined in paragraphs 3 and 4 above;

(b) To ensure the quality of inventories through the planning, preparation and management of inventory activities. Inventory activities include collecting AD, selecting methods and EFs appropriately, estimating anthropogenic GHG emissions by sources and removals by sinks, implementing uncertainty assessment and QA/QC activities, and carrying out procedures for the verification of the inventory data at the national level, as described in these reporting guidelines.

22. In the implementation of its national inventory arrangements, each Annex I Party should perform the following general functions:

(a) Establish and maintain the institutional, legal and procedural arrangements necessary to perform the functions defined in paragraphs 23 to 27 below, as appropriate, between the government agencies and other entities responsible for the performance of all functions defined in these reporting guidelines;

(b) Ensure sufficient capacity for the timely performance of the functions defined in these reporting guidelines, including data collection for estimating anthropogenic GHG emissions by sources and removals by sinks and arrangements for the technical competence of the staff involved in the inventory development process;

(c) Designate a single national entity with overall responsibility for the national inventory;

(d) Prepare national annual GHG inventories in a timely manner in accordance with these reporting guidelines and relevant decisions of the COP, and provide the information necessary to meet the reporting requirements defined in these reporting guidelines and in relevant decisions of the COP;

(e) Undertake specific functions relating to inventory planning, preparation and management.

Inventory planning

23. As part of its inventory planning, each Annex I Party should:

(a) Define and allocate specific responsibilities in the inventory development process, including those relating to choosing methods, data collection, particularly AD and EFs from statistical services and other entities, processing and archiving, and QA/QC. Such definition should specify the roles of, and the cooperation between, government agencies and other entities involved in the preparation of the inventory, as well as the institutional, legal and procedural arrangements made to prepare the inventory;

(b) Elaborate an inventory QA/QC plan as indicated in paragraph 19 above;

(c) Establish processes for the official consideration and approval of the inventory, including any recalculations, prior to its submission, and for responding to any issues raised in the inventory review process.

24. As part of its inventory planning, each Annex I Party should consider ways to improve the quality of AD, EFs, methods and other relevant technical elements of the inventory. Information obtained from the implementation of the QA/QC programme, the inventory review process and other verification activities should be considered in the development and/or revision of the QA/QC plan and the quality objectives.

Inventory preparation

25. As part of its inventory preparation, each Annex I Party should:

(a) Prepare estimates in accordance with the requirements defined in these reporting guidelines;

(b) Collect sufficient AD, process information and EFs as are necessary to support the methods selected for estimating anthropogenic GHG emissions by sources and removals by sinks;

(c) Make quantitative estimates of uncertainty for each category and for the inventory as a whole, as indicated in paragraph 15 above;

(d) Ensure that any recalculations are prepared in accordance with paragraphs 16–18 above;

(e) Compile the NIR and the CRF tables in accordance with these reporting guidelines;

(f) Implement general inventory QC procedures in accordance with its QA/QC plan, following the 2006 IPCC Guidelines.

26. As part of its inventory preparation, each Annex I Party should:

(a) Apply category-specific QC procedures for key categories and for those individual categories in which significant methodological and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines;

(b) Provide for a basic review of the inventory by personnel that have not been involved in the inventory development process, preferably an independent third party, before the submission of the inventory, in accordance with the planned QA procedures referred to in paragraph 19 above;

(c) Provide for a more extensive review of the inventory for key categories, as well as for categories where significant changes to methods or data have been made, in accordance with the 2006 IPCC Guidelines;

(d) On the basis of the reviews described in paragraph 26(b) and (c) above and periodic internal evaluations of the inventory preparation process, re-evaluate the inventory planning process, in order to meet the established quality objectives referred to in paragraph 24 above.

Inventory management

27. As part of its inventory management, each Annex I Party should:

(a) Archive all relevant inventory information for the reported time series, including all disaggregated EFs and AD, documentation on how these factors and data have been generated and aggregated for the preparation of the inventory, internal documentation on QA/QC procedures, external and internal reviews, and documentation on annual key categories and key category identification and planned inventory improvements;

(b) Provide review teams with access to all archived information used by the Party to prepare the inventory through the single national entity, in accordance with relevant decisions of the COP;

(c) Respond, in a timely manner, to requests for clarifying inventory information resulting from the different stages of the process of review of the inventory information and information on the national inventory arrangements.

G. Reporting

1. General guidance

Estimates of emissions and removals

28. Article 12, paragraph 1(a), of the Convention requires that each Party shall communicate to the COP, through the secretariat, inter alia, a national inventory of anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol. As a minimum requirement, inventories shall contain information on the following GHGs: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3).

29. In addition, Annex I Parties should provide information on the following precursor gases: carbon monoxide (CO), nitrogen oxides (NO_X) and non-methane volatile organic compounds (NMVOCs), as well as sulphur oxides (SO_X). Annex I Parties may report indirect CO_2 from the atmospheric oxidation of CH_4, CO and NMVOCs. Annex I Parties may report as a memo item indirect N_2O emissions from other than the agriculture and LULUCF sources. These estimates of indirect N_2O should not be included in national totals. For Parties that decide to report indirect CO_2 the national totals shall be presented with and without indirect CO_2.

30. GHG emissions and removals should be presented on a gas-by-gas basis in units of mass, with emissions by sources listed separately from removals by sinks, except in cases where it may be technically impossible to separate information on sources and sinks in the area of LULUCF. For HFCs and PFCs, emissions should be reported for each relevant chemical in the category on a disaggregated basis, except in cases where paragraph 36 below applies.

31. Annex I Parties should report aggregate emissions and removals of GHGs, expressed in CO_2 equivalent (CO_2 eq), using the global warming potential values as agreed by decision 24/CP.19 or any subsequent decision by the COP on global warming potentials.

32. Annex I Parties shall report actual emissions of HFCs, PFCs, SF_6 and NF_3, providing disaggregated data by chemical (e.g. HFC-134a) and category in units of mass and in CO_2 eq, except in cases where paragraph 36 below applies. Annex I Parties should report emission estimates or notation keys in line with paragraph 37 below and trends for these gases for 1990 onwards, in accordance with the provisions of these reporting guidelines.

33. Annex I Parties are strongly encouraged to also report emissions and removals of additional GHGs, such as hydrofluoroethers (HFEs), perfluoropolyethers (PFPEs), and other gases for which 100-year global warming potential values are available from the IPCC but have not yet been adopted by the COP. These emissions and removals should be reported separately from national totals.

34. In accordance with the 2006 IPCC Guidelines, international aviation and marine bunker fuel emissions should not be included in national totals but should be reported separately. Annex I Parties should make every effort to both apply and report according to the method contained in the 2006 IPCC Guidelines for separating domestic and international emissions. Annex I Parties should also report emissions from international aviation and marine bunker fuels as two separate entries in their inventories.

35. Annex I Parties should clearly indicate how feedstocks and non-energy use of fuels have been accounted for in the inventory, under the energy or industrial processes sector, in accordance with the 2006 IPCC Guidelines.

36. Emissions and removals should be reported at the most disaggregated level of each source/sink category, taking into account that a minimum level of aggregation may be required to protect confidential business and military information.

Completeness

37. Where methodological or data gaps in inventories exist, information on these gaps should be presented in a transparent manner. Annex I Parties should clearly indicate the sources and sinks which are not considered in their inventories but which are included in the 2006 IPCC Guidelines, and explain the reasons for such exclusion. Similarly, Annex I Parties should indicate the parts of their geographical area, if any, not covered by their inventory and explain the reasons for their exclusion. In addition, Annex I Parties should use the notation keys presented below to fill in the blanks in all the CRF tables.[5] This approach facilitates the assessment of the completeness of an inventory. The notation keys are as follows:

(a) "NO" (not occurring) for categories or processes, including recovery, under a particular source or sink category that do not occur within an Annex I Party;

(b) "NE" (not estimated) for AD and/or emissions by sources and removals by sinks of GHGs which have not been estimated but for which a corresponding activity may occur within a Party.[6] Where "NE" is used in an inventory to report emissions or removals of CO_2, N_2O, CH_4, HFCs, PFCs, SF_6 and NF_3, the Annex I Party shall indicate in both the NIR and the CRF completeness table why such emissions or removals have not been estimated. Furthermore, a Party may consider that a disproportionate amount of effort

[5] If notation keys are used in the NIR, they should be consistent with those reported in the CRF tables.

[6] The notation key "NE" could also be used when an activity occurs in the Party but the 2006 IPCC Guidelines do not provide methodologies to estimate the emissions/removals.

would be required to collect data for a gas from a specific category[7] that would be insignificant in terms of the overall level and trend in national emissions and in such cases use the notation key "NE". The Party should in the NIR provide justifications for exclusion in terms of the likely level of emissions. An emission should only be considered insignificant if the likely level of emissions is below 0.05 per cent of the national total GHG emissions,[8] and does not exceed 500 kt CO_2 eq. The total national aggregate of estimated emissions for all gases and categories considered insignificant shall remain below 0.1 per cent of the national total GHG emissions.[9] Parties should use approximated AD and default IPCC EFs to derive a likely level of emissions for the respective category. Once emissions from a specific category have been reported in a previous submission, emissions from this specific category shall be reported in subsequent GHG inventory submissions;

(c) "NA" (not applicable) for activities under a given source/sink category that do occur within the Party but do not result in emissions or removals of a specific gas. If the cells for categories in the CRF tables for which "NA" is applicable are shaded, they do not need to be filled in;

(d) "IE" (included elsewhere) for emissions by sources and removals by sinks of GHGs estimated but included elsewhere in the inventory instead of under the expected source/sink category. Where "IE" is used in an inventory, the Annex I Party should indicate, in the CRF completeness table, where in the inventory the emissions or removals for the displaced source/sink category have been included, and the Annex I Party should explain such a deviation from the inclusion under the expected category, especially if it is due to confidentiality;

(e) "C" (confidential) for emissions by sources and removals by sinks of GHGs of which the reporting could lead to the disclosure of confidential information, given the provisions of paragraph 36 above.

38. Annex I Parties are encouraged to estimate and report emissions and removals for source or sink categories for which estimation methods are not included in the 2006 IPCC Guidelines. If Annex I Parties estimate and report emissions and removals for country-specific sources or sinks or of gases which are not included in the 2006 IPCC Guidelines, they should explicitly describe what source/sink categories or gases these are, as well as what methodologies, EFs and AD have been used for their estimation, and provide references for these data.

Key categories

39. Annex I Parties shall estimate and report the individual and cumulative percentage contributions from key categories to their national total, with respect to both level and trend. The emissions should be expressed in terms of CO_2 eq using the methods provided in the 2006 IPCC Guidelines. As indicated in paragraph 50 below, this information should be included in the NIR using tables 4.2 and 4.3 of the 2006 IPCC Guidelines, adapted to the level of category disaggregation that the Annex I Party used for determining its key categories.[10]

Verification

40. For the purposes of verification, Annex I Parties should compare their national estimates of CO_2 emissions from fuel combustion with those estimates obtained using the

[7] Category as defined in the CRF tables.

[8] "National total GHG emissions" refers to the total GHG emissions without LULUCF for the latest reported inventory year.

[9] As footnote 8 above.

[10] Table 4.1 of the 2006 IPCC Guidelines should be used as the basis for preparing the key category analysis but does not need to be reported in the NIR.

IPCC reference approach, as contained in the 2006 IPCC Guidelines, and report the results of this comparison in the NIR.

41. Annex I Parties that prepare their estimates of emissions and/or removals using higher-tier (tier 3) methods and/or models shall provide in the NIR verification information consistent with the 2006 IPCC Guidelines.

Uncertainties

42. Annex I Parties shall report, in the NIR, uncertainties estimated as indicated in paragraph 15 above, as well as methods used and underlying assumptions, for the purpose of helping to prioritize efforts to improve the accuracy of national inventories in the future and to guide decisions on methodological choice. This information should be presented using table 3.3 of volume 1 of the 2006 IPCC Guidelines. In addition, Annex I Parties should indicate in that table those categories that have been identified as key categories in their inventory.

Recalculations

43. Recalculations of previously submitted estimates of emissions and removals as a result of changes in methodologies, changes in the manner in which EFs and AD are obtained and used, or the inclusion of new sources or sinks which have existed since the base year but were not previously reported, shall be reported for the base year and all subsequent years of the time series up to the year for which the recalculations are made. Further, a discussion on the impact of the recalculations on the trend in emissions should be provided in the NIR at the category, sector and national total level, as appropriate.

44. Recalculations shall be reported in the NIR, with explanatory information and justifications for recalculations. Information on the procedures used for performing the recalculations, changes in the calculation methods, EFs and AD used, and the inclusion of sources or sinks not previously covered should be reported with an indication of the relevant changes in each source or sink category where these changes have taken place.

45. Annex I Parties shall report any other changes in estimates of emissions and removals, and clearly indicate the reason for the changes compared with previously submitted inventories (e.g. error correction, statistical reason or reallocation of categories), in the NIR as indicated in paragraph 50 below. Small differences (e.g. due to the rounding of estimates) should not be considered as recalculations.

Quality assurance/quality control

46. Annex I Parties shall report in the NIR on their QA/QC plan and give information on QA/QC procedures already implemented or to be implemented in the future. In addition, Annex I Parties are encouraged to report on any peer review of their inventory, apart from the UNFCCC review.

Corrections

47. Inventories shall be reported without corrections relating, for example, to climate variations or trade patterns of electricity.

2. National inventory report

48. Annex I Parties shall submit to the COP, through the secretariat, an NIR containing detailed and complete information on their inventories. The NIR should ensure transparency and contain sufficiently detailed information to enable the inventory to be reviewed. This information should cover the base year, the most recent 10 years and any previous years since the base year ending with 0 or 5 (1990, 1995, 2000, etc.).

49. Each year, an updated NIR shall be electronically submitted in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP.

50. The NIR shall include:

(a) Descriptions, references and sources of information for the specific methodologies, including higher-tier methods and models, assumptions, EFs and AD, as well as the rationale for their selection. For tier 3 models, additional information for improving transparency;[11]

(b) An indication of the level of complexity (IPCC tier) applied and a description of any national methodology used by the Annex I Party, as well as information on anticipated future improvements;

(c) For key categories, an explanation if the recommended methods from the appropriate decision tree in the 2006 IPCC Guidelines are not used;

(d) A description of the national key categories, as indicated in paragraph 39 above, including:

(i) A summary table with the key categories identified for the latest reporting year (by level and trend);

(ii) Information on the level of category disaggregation used and the rationale for its use;

(iii) Additional information relating to the methodology used for identifying key categories;

(e) Information on how and where feedstocks and non-energy use of fuels have been reported in the inventory;

(f) Assessment of completeness, including information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope;

(g) Information on uncertainties, as requested in paragraph 42 above;

(h) Information on any recalculations relating to previously submitted inventory data, as requested in paragraphs 43 to 45 above, including changes in methodologies, sources of information and assumptions, in particular in relation to recalculations made in response to the review process;

(i) Information on changes in response to the review process;

(j) Information on the national inventory arrangements and changes to the national inventory arrangements, including a description of the institutional arrangements for inventory preparation, as well as information on verification as requested in paragraphs 40 and 41 above and on QA/QC as requested in paragraph 46 above.

51. The NIR should follow the outline and general structure contained in annex I to decision 24/CP.19.

[11] Parties should, as applicable, report information on: basis and type of model, application and adaptation of the model, main equations/processes, key assumptions, domain of application, how the model parameters were estimated, description of key inputs and outputs, details of calibration and model evaluation, uncertainty and sensitivity analysis, QA/QC procedures adopted and references to peer-reviewed literature.

3. Common reporting format tables

52. The CRF tables are designed to ensure that Annex I Parties report quantitative data in a standardized format and to facilitate comparison of inventory data and trends. Explanation of information of a qualitative character should mainly be provided in the NIR rather than in the CRF tables. Such explanatory information should be cross-referenced to the specific chapter of the NIR.

53. Annex I Parties shall submit annually to the COP, through the secretariat, the information required in the CRF tables, as contained in annex II to decision 24/CP.19. This information shall be electronically submitted on an annual basis in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP. Parties should submit their CRF tables, generated by the CRF Reporter software, via the UNFCCC submission portal, with a view to facilitating the processing of the inventory information by the secretariat.

54. The CRF is a standardized format for reporting estimates of GHG emissions and removals and other relevant information. The CRF allows for the improved handling of electronic submissions and facilitates the processing of inventory information and the preparation of useful technical analysis and synthesis documentation.

55. The CRF tables shall be reported in accordance with the tables included in annex II to decision -/CP.19 and as specified in these reporting guidelines. In completing the CRF tables, Annex I Parties:

(a) Shall provide a full set of CRF tables for the base year and all years from 1990 up to the most recent inventory year;

(b) Should provide completeness tables for the latest inventory year only, if the information applies to all years of the time series. If the information in those tables differs for each reported year, then either the tables or information on the specific changes must be provided for each year in the CRF tables;

(c) Should use the documentation boxes provided at the foot of the sectoral report and background data tables to provide cross references to detailed explanations in the NIR, or any other information, as specified in those boxes.

56. Annex I Parties should provide the information requested in the additional information boxes. Where the information called for is inappropriate because of the methodological tier used by the Annex I Party, the corresponding cells should be completed using the notation key "NA". In such cases, the Annex I Parties should cross-reference in the documentation box the relevant chapter in the NIR where equivalent information can be found.

57. Annex I Parties should use the notation keys, as specified in paragraph 37 above, in all the CRF tables to fill in the cells where no quantitative data are directly entered. Using the notation keys in this way facilitates the assessment of the completeness of an inventory.

H. Record-keeping

58. Annex I Parties should gather and archive all relevant inventory information for each year of the reported time series, including all disaggregated EFs and AD, and documentation on how those factors and data were generated, including expert judgement where appropriate, and how they have been aggregated for their reporting in the inventory. This information should allow for the reconstruction of the inventory by the expert review teams. Inventory information should be archived from the base year and should include corresponding data on the recalculations applied. The 'paper trail', which can include

spreadsheets or databases used to compile inventory data, should enable estimates of emissions and removals to be traced back to the original disaggregated EFs and AD. Also, relevant supporting documentation related to QA/QC implementation, uncertainty evaluation or key category analyses should be kept on file. This information should facilitate the process of clarifying inventory data in a timely manner when the secretariat prepares annual compilations of inventories or assesses methodological issues.

I. Systematic updating of the guidelines

59. The UNFCCC Annex I inventory reporting guidelines on annual GHG inventories shall be reviewed and revised, as appropriate, in accordance with decisions of the COP on this matter.

J. Language

60. The NIR shall be submitted in one of the official languages of the United Nations. Annex I Parties are encouraged to submit an English translation of the NIR to facilitate its use by the expert review teams.

Appendix

An outline and general structure of the national inventory report

EXECUTIVE SUMMARY

ES.1. Background information on greenhouse gas (GHG) inventories and climate change (e.g. as it pertains to the national context)

ES.2. Summary of national emission and removal-related trends

ES.3. Overview of source and sink category emission estimates and trends

ES.4. Other information (e.g. indirect GHGs)

Chapter 1: Introduction

1.1. Background information on GHG inventories and climate change (e.g. as it pertains to the national context, to provide information to the general public)

1.2. A description of the national inventory arrangements

1.2.1. Institutional, legal and procedural arrangements

1.2.2. Overview of inventory planning, preparation and management

1.2.3. Quality assurance, quality control and verification plan

Indicate:

- *Quality assurance/quality control (QA/QC) procedures applied*
- *QA/QC plan*
- *Verification activities*
- *Treatment of confidentiality issues*

1.2.4. Changes in the national inventory arrangements since previous annual GHG inventory submission

1.3. Inventory preparation, and data collection, processing and storage

1.4. Brief general description of methodologies (including tiers used) and data sources used

1.5. Brief description of key categories

Provide a summary table with the key categories identified for the latest reporting year (by level and trend) on the basis of table 4.4 of volume 1 of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (hereinafter referred to as the 2006 IPCC Guidelines) and provide more detailed information in annex 1. Indicate whether the key category analysis differs from the one included in the common reporting format (CRF) table and, if so, give a short description of the differences.

1.6. General uncertainty evaluation, including data on the overall uncertainty for the inventory totals

1.7. General assessment of completeness

Provide, inter alia, information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope.

Chapter 2: Trends in greenhouse gas emissions

2.1. Description and interpretation of emission trends for aggregated GHG emissions

2.2. Description and interpretation of emission trends by sector

Explain, inter alia, significant changes compared with 1990 and the previous year.

Chapter 3: Energy (CRF sector 1)

3.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

3.2. Fuel combustion (CRF 1.A), including detailed information on:

3.2.1. Comparison of the sectoral approach with the reference approach

3.2.2. International bunker fuels

3.2.3. Feedstocks and non-energy use of fuels

3.2.4. Category (CRF category number)

3.2.4.1. Category description (e.g. characteristics of sources)

3.2.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on carbon dioxide (CO_2) capture, any specific methodological issues (e.g. description of national methods and models))

3.2.4.3. Uncertainties and time-series consistency

3.2.4.4. Category-specific QA/QC and verification, if applicable

3.2.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.2.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.3. Fugitive emissions from solid fuels and oil and natural gas and other emissions from energy production (CRF 1.B)

3.3.1. Category (CRF category number)

3.3.1.1. Category description (e.g. characteristics of sources)

3.3.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.3.1.3. Uncertainties and time-series consistency

3.3.1.4. Category-specific QA/QC and verification, if applicable

3.3.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.3.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.4. CO_2 transport and storage (CRF 1.C)

3.4.1. Category (CRF category number)

3.4.1.1. Category description (e.g. characteristics of sources)

3.4.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.4.1.3. Uncertainties and time-series consistency

3.4.1.4. Category-specific QA/QC and verification, if applicable

3.4.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.4.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 4: Industrial processes and product use (CRF sector 2)

4.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

4.2. Category (CRF category number)

4.2.1. Category description (e.g. characteristics of sources)

4.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on CO_2 capture, any specific methodological issues (e.g. description of national methods and models))

4.2.3. Uncertainties and time-series consistency

4.2.4. Category-specific QA/QC and verification, if applicable

4.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

4.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 5: Agriculture (CRF sector 3)

5.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

5.2. Category (CRF category number)

5.2.1. Category description (e.g. characteristics of sources)

5.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

5.2.3. Uncertainties and time-series consistency

5.2.4. Category-specific QA/QC and verification, if applicable

5.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

5.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 6: Land use, land-use change and forestry (CRF sector 4)

6.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category, and coverage of pools)

6.2. Land-use definitions and the classification systems used and their correspondence to the land use, land-use change and forestry categories (e.g. land use and land-use change matrix)

6.3. Information on approaches used for representing land areas and on land-use databases used for the inventory preparation

6.4. Category (CRF category number)

6.4.1. Description (e.g. characteristics of category)

6.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

6.4.3. Uncertainties and time-series consistency

6.4.4. Category-specific QA/QC and verification, if applicable

6.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

6.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

Chapter 7: Waste (CRF sector 5)

7.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

7.2. Category (CRF category number)

7.2.1. Category description (e.g. characteristics of sources)

7.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

7.2.3. Uncertainties and time-series consistency

7.2.4. Category-specific QA/QC and verification, if applicable

7.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process

7.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

Chapter 8: Other (CRF sector 6) (if applicable)

Chapter 9: Indirect CO_2 and nitrous oxide emissions[12]

9.1. Description of sources of indirect emissions in GHG inventory

9.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

9.3. Uncertainties and time-series consistency

9.4. Category-specific QA/QC and verification, if applicable

9.5 Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

9.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 10: Recalculations and improvements

10.1. Explanations and justifications for recalculations, including in response to the review process

10.2. Implications for emission levels

10.3. Implications for emission trends, including time-series consistency

10.4. Planned improvements, including in response to the review process

[12] Content of this chapter should be consistent with paragraph 29.

Annexes to the national inventory report

Annex 1: Key categories

- Description of methodology used for identifying key categories, if different from the Intergovernmental Panel on Climate Change (IPCC) tier 1 approach
- Information on the level of disaggregation
- Tables 4.2 and 4.3 of volume 1 of the 2006 IPCC Guidelines, including and excluding land use, land-use change and forestry

Annex 2: Assessment of uncertainty

- Description of methodology used for identifying uncertainties
- Table 3.3 of volume 1 of the 2006 IPCC Guidelines

Annex 3: Detailed methodological descriptions for individual source or sink categories

A.3.X (sector or category name)

Annex 4: The national energy balance for the most recent inventory year

Annex 5: Any additional information, as applicable.

References

All references used in the national inventory report must be listed in the references list.

Annex II

[English only]

Common reporting format tables

Owing to the complexity of and the importance of colour coding in the common reporting format (CRF) tables, they are not included in this document but can be downloaded from the UNFCCC website at <http://unfccc.int/national_reports/annex_i_ghg_inventories/reporting_requirements/items/5333.php>.

Annex III

[English only]

Global warming potential values[a]

Greenhouse gas	*Chemical formula*	*Global warming potentials*
Carbon dioxide	CO_2	1
Methane	CH_4	25
Nitrous oxide	N_2O	298
Hydrofluorocarbons (HFCs)		
HFC-23	CHF_3	14 800
HFC-32	CH_2F_2	675
HFC-41	CH_3F	92
HFC-43-10mee	$CF_3CHFCHFCF_2CF_3$	1 640
HFC-125	C_2HF_5	3 500
HFC-134	$C_2H_2F_4$ (CHF_2CHF_2)	1 100
HFC-134a	$C_2H_2F_4$ (CH_2FCF_3)	1 430
HFC-143	$C_2H_3F_3$ (CHF_2CH_2F)	353
HFC-143a	$C_2H_3F_3$ (CF_3CH_3)	4 470
HFC-152	CH_2FCH_2F	53
HFC-152a	$C_2H_4F_2$ (CH_3CHF_2)	124
HFC-161	CH_3CH_2F	12
HFC-227ea	C_3HF_7	3 220
HFC-236cb	$CH_2FCF_2CF_3$	1 340
HFC-236ea	CHF_2CHFCF_3	1 370
HFC-236fa	$C_3H_2F_6$	9 810
HFC-245ca	$C_3H_3F_5$	693
HFC-245fa	$CHF_2CH_2CF_3$	1 030
HFC-365mfc	$CH_3CF_2CH_2CF_3$	794
Perfluorocarbons		
Perfluoromethane – PFC-14	CF_4	7 390
Perfluoroethane – PFC-116	C_2F_6	12 200
Perfluoropropane – PFC-218	C_3F_8	8 830
Perfluorobutane – PFC-3-1-10	C_4F_{10}	8 860
Perfluorocyclobutane – PFC-318	c-C_4F_8	10 300
Perfluouropentane – PFC-4-1-12	C_5F_{12}	9 160
Perfluorohexane – PFC-5-1-14	C_6F_{14}	9 300
Perfluorodecalin – PFC-9-1-18[b]	$C_{10}F_{18}$	>7 500
Perfluorocyclopropane[c]	c-C_3F_6	>17 340
Sulphur hexafluoride (SF_6)		
Sulphur hexafluoride	SF_6	22 800
Nitrogen trifluoride (NF_3)		
Nitrogen trifluoride	NF_3	17 200
Fluorinated ethers		
HFE-125	CHF_2OCF_3	14 900
HFE-134	CHF_2OCHF_2	6 320
HFE-143a	CH_3OCF_3	756

Greenhouse gas	*Chemical formula*	*Global warming potentials*
HCFE-235da2	$CHF_2OCHClCF_3$	350
HFE-245cb2	$CH_3OCF_2CF_3$	708
HFE-245fa2	$CHF_2OCH_2CF_3$	659
HFE-254cb2	$CH_3OCF_2CHF_2$	359
HFE-347mcc3	$CH_3OCF_2CF_2CF_3$	575
HFE-347pcf2	$CHF_2CF_2OCH_2CF_3$	580
HFE-356pcc3	$CH_3OCF_2CF_2CHF_2$	110
HFE-449sl (HFE-7100)	$C_4F_9OCH_3$	297
HFE-569sf2 (HFE-7200)	$C_4F_9OC_2H_5$	59
HFE-43-10pccc124 (H-Galden 1040x)	$CHF_2OCF_2OC_2F_4OCHF_2$	1 870
HFE-236ca12 (HG-10)	$CHF_2OCF_2OCHF_2$	2 800
HFE-338pcc13 (HG-01)	$CHF_2OCF_2CF_2OCHF_2$	1 500
	$(CF_3)_2CFOCH_3$	343
	$CF_3CF_2CH_2OH$	42
	$(CF_3)_2CHOH$	195
HFE-227ea	$CF_3CHFOCF_3$	1 540
HFE-236ea2	$CHF_2OCHFCF_3$	989
HFE-236fa	$CF_3CH_2OCF_3$	487
HFE-245fa1	$CHF_2CH_2OCF_3$	286
HFE-263fb2	$CF_3CH_2OCH_3$	11
HFE-329mcc2	$CHF_2CF_2OCF_2CF_3$	919
HFE-338mcf2	$CF_3CH_2OCF_2CF_3$	552
HFE-347mcf2	$CHF_2CH_2OCF_2CF_3$	374
HFE-356mec3	$CH_3OCF_2CHFCF_3$	101
HFE-356pcf2	$CHF_2CH_2OCF_2CHF_2$	265
HFE-356pcf3	$CHF_2OCH_2CF_2CHF_2$	502
HFE-365mcf1'll t3	$CF_3CF_2CH_2OCH_3$	11
HFE-374pc2	$CHF_2CF_2OCH_2CH_3$	557
	$-(CF_2)_4CH(OH)-$	73
	$(CF_3)_2CHOCHF_2$	380
	$(CF_3)_2CHOCH_3$	27
Perfluoropolyethers		
PFPMIE	$CF_3OCF(CF_3)CF_2OCF_2OCF_3$	10 300
Trifluoromethyl sulphur pentafluoride (SF_5CF_3)		
Trifluoromethyl sulphur pentafluoride	SF_5CF_3	17 700

[a] As listed in the column entitled "Global warming potential for given time horizon" in table 2.14 of the errata to the contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change, based on the effects of greenhouse gases over a 100-year time horizon.

[b] The CRF Reporter will use the value of 7,500 for perfluorodecalin.

[c] The CRF Reporter will use the value of 17,340 for perfluorocyclopropane.

10th plenary meeting
22 November 2013

Decision 25/CP.19

Modalities and procedures of the Climate Technology Centre and Network and its Advisory Board

The Conference of the Parties,

Recalling decisions 1/CP.16, 2/CP.17 and 14/CP.18, and in particular decision 2/CP.17, paragraph 135, in which the Climate Technology Centre and Network was requested, once it is operational, to elaborate its modalities and procedures and to report to the Conference of the Parties, through the subsidiary bodies, with a view to the Conference of the Parties adopting a decision on the matter at its nineteenth session,

1. *Welcomes with appreciation* the report on modalities and procedures of the Climate Technology Centre and Network;[1]

2. *Adopts* the modalities and procedures of the Climate Technology Centre and Network, contained in annex I;

3. *Also adopts* the rules of procedure of the Advisory Board of the Climate Technology Centre and Network, contained in annex II;

4. *Notes* that the modalities and procedures elaborated by the Advisory Board of the Climate Technology Centre and Network, which are based on the functions of the Climate Technology Centre and Network,[2] include the following six key elements:

(a) Roles and responsibilities of the Climate Technology Centre and Network;

(b) Managing requests from national designated entities of developing countries and delivering responses;

(c) Fostering collaboration and access to information and knowledge in order to accelerate climate technology transfer;

(d) Strengthening networks, partnerships and capacity-building for climate technology transfer;

(e) Linkages with the Technology Executive Committee;

(f) Information and knowledge-sharing;

5. *Requests* the Climate Technology Centre and Network, in executing its modalities and procedures, to work in conjunction with the Technology Executive Committee to ensure coherence and synergy within the Technology Mechanism, with the intention of:

(a) Accelerating the development and transfer of technology, taking into account gender considerations;

(b) Scaling up international collaboration on the development and transfer of technology;

6. *Recognizes* the continuation of the efforts of the Climate Technology Centre and Network and the Technology Executive Committee to ensure coherence and synergy within the Technology Mechanism;

[1] FCCC/SB/2013/INF.7.

[2] Decision 1/CP.16, paragraph 123.

7. *Requests* the Advisory Board of the Climate Technology Centre and Network and the Climate Technology Centre to engage, taking into account the difference in technological development, with institutions from developing and developed country Parties to become part of the Network, noting the need to comply with the *Guiding principles and criteria for establishment of the Climate Technology Network*.[3]

[3] Available at <http://www.unep.org/climatechange/ctcn/>.

Annex I

[English only]

Modalities and procedures of the Climate Technology Centre and Network

I. Definitions

1. For the purpose of the modalities and procedures of the Climate Technology Centre and Network:

(a) "Convention" means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) "COP" means the Conference of the Parties to the Convention;

(c) "Parties" means Parties to the Convention;

(d) "Developing country Parties" means Parties to the Convention not included in Annex I to the Convention;

(e) "CTCN" means the Climate Technology Centre and Network formed by a Climate Technology Centre (CTC) and a Network managed by the CTC;

(f) "CTC" means the Climate Technology Centre that is hosted by the United Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by a technical resource pool formed by 11 institutions;

(g) "Technical resource pool" means the 11 partner institutions that with UNEP and UNIDO submitted to the UNFCCC a proposal to host the CTCN;

(h) "Network" means the collection of institutions and other entities established in accordance with the criteria approved by the Advisory Board for the designation of members of the Network and its structure;

(i) "Advisory Board" means the Advisory Board of the CTCN;

(j) "TEC" means the Technology Executive Committee;

(k) "CTCN terms of reference" means the terms of reference of the Climate Technology Centre and Network included in annex VII to decision 2/CP.17;

(l) "National designated entity" (NDE) means the national entity designated under decision 4/CP.13;

(m) "Prioritization criteria" means the criteria for prioritizing the requests from NDEs;

(n) "Technology needs assessments" means the technology needs assessments conducted under the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention adopted by decision 4/CP.7 and enhanced by decision 3/CP.13;

(o) "National adaptation programmes of action" means national adaptation programmes of action referred to in decision 5/CP.7, paragraph 11(c);

(p) "Nationally appropriate mitigation actions" means nationally appropriate mitigation actions referred to in decision 1/CP.16, chapter III.B;

(q) "National adaptation plans" means national adaptation plans referred to in decision 1/CP.16, paragraph 15.

II. Roles and responsibilities of the Climate Technology Centre and Network

2. The CTC, consistent with the terms of reference of the CTCN as described in decision 2/CP.17, paragraph 135, will:

(a) Receive requests from developing country Parties through their NDE;

(b) Assess with support from the technical resource pool the received requests and prioritize and refine those requests in conjunction with the NDE with the aim of determining their technical feasibility;

(c) Respond to requests, through either the Centre or the Network, based on considerations of appropriate capacity, expertise and cost-effectiveness;

(d) Build the CTC Network, applying the criteria for the structure of the Network and designation of organizations as members of the Network as approved by the CTCN Advisory Board;

(e) Manage and coordinate the Network in executing the work related to the functions of the CTCN;

(f) Monitor and evaluate the quality and effectiveness of responses in consultation with the requesting NDE;

(g) Ensure the application of fiduciary standards, and legal and ethical integrity by the Network members in executing the work related to the functions of the CTCN.

3. The members of the Network of the CTCN will:

(a) Undertake the substantive work as directed by the CTC to respond to requests made to the CTCN by NDEs.

III. Manage requests from developing country national designated entities and deliver responses

4. In performing the functions described in decision 1/CP.16, paragraph 123(a)(i–iii) and (c)(iii), with regard to the management of requests from developing country Parties submitted through their NDEs, the modalities will consist of, inter alia, the following:

(a) Support countries in developing draft proposals into fully articulated proposals, building on their technology needs assessments (TNAs), national adaptation programmes of action (NAPAs), other national climate change strategies including research, development and demonstration (RD&D) related activities, to enable implementation and action, also in the form of nationally appropriate mitigation actions and national adaptation plans, in collaboration with the financial mechanism of the Convention, international financial institutions, and the private sector;

(b) Provide technical support and advice for development of TNAs, national technology road maps and actions plans, planning and implementation of climate technologies, and policies and measures in support of implementation;

(c) Provide technical support and advice on tools for identifying, planning and implementing climate technologies;

(d) Provide advice on policies and measures in support of implementation of climate technologies;

(e) Match needs to available support and facilitate access to support.

IV. Foster collaboration and access to information and knowledge to accelerate climate technology transfer

5. In performing the functions described in decision 1/CP.16, paragraph 123(a)(ii), (b) and (c)(v), with regard to fostering collaboration and access to information and knowledge to accelerate technology transfer, the modalities will consist of, inter alia, the following:

(a) Catalyse and develop information and knowledge regarding climate technologies including: needs for technologies, existing human resources development programmes and needs, best practices, RD&D programmes, analytical tools, training curriculums and academic programmes, technology deployment, etc., including online training packages;

(b) Assess available support for 1) identifying gaps and 2) opportunities for helping developing countries access support;

(c) Assess needs and opportunities for technology cooperation;

(d) Recommend to the Advisory Board policies and programme priorities related to technology development and transfer, with special consideration given to least developed country Parties.

V. Strengthen networks, partnerships and capacity-building for climate technology transfer

6. In performing the functions as contained in decision 1/CP.16, paragraph 123(c)(i), (ii) and (iv), with regard to strengthen networks, partnerships and capacity-building for climate technology transfer, the modalities will include, inter alia, the following:

(a) Catalyse and develop programmes to strengthen institutions and institutional capacities in developing countries;

(b) Catalyse and develop regional/national training programmes for projects seeking a range of needs including financing;

(c) Catalyse and develop capacity-building programmes targeted at developing technology cooperation and partnership forming capabilities of technology centres and institutes in developing countries;

(d) Catalyse and support forums conducted by the Network to promote public–private partnerships and partnerships between relevant organizations to advance technology RD&D;

(e) Catalyse forums to leverage resources from relevant agencies and centres and promote public and private investment (domestic and international) in the development and deployment of technologies.

VI. Linkages with the Technology Executive Committee

7. The CTCN, also through its Advisory Board, will consult with the Technology Executive Committee in order to promote coherence and synergy and establish procedures for preparing a joint annual report as requested by decisions 2/CP.17 and 14/CP.18.

VII. Information and knowledge-sharing

8. The CTCN should disseminate its outputs and facilitate knowledge-sharing through a well-functioning information platform that responds to the information and knowledge service requirements of its potential users, including NDEs, Parties and a wide range of technology actors, experts and stakeholders.

9. The platform would be a tool used to promote the collaboration between various actors and to seek cooperation with relevant international organizations and initiatives. It would support the efforts of the CTCN by, inter alia: facilitate online training, peer-to-peer exchange, and expert advice; capture experiences and results of technology cooperation activities to achieve continuous learning and improvements to knowledge; collect, analyse, and communicate CTCN results and lessons learned and continuously gather external feedback from a variety of CTCN stakeholders and partner organizations; serve as a comprehensive, up-to-date, and easily accessible library of information on technology availability, costs, and performance; policies; financing; and other topics for use by countries, with seamless links to resources available from sources around the world; provide information to support matchmaking of country requests with existing international programs; share information on current CTCN activities and results; enable internal tracking and evaluation of CTCN activities.

Annex II

[English only]

Rules of procedure of the Advisory Board of the Climate Technology Centre and Network

I. Scope

1. These rules of procedure shall apply to the Advisory Board of the Climate Technology Centre and Network (CTCN) in accordance with decision 14/CP.18, paragraphs 7 and 15, and annex II thereto, on the constitution of the Advisory Board of the CTCN as well as on any other relevant decisions of the Conference of the Parties.

II. Definitions

2. For the purpose of these rules:

(a) The "Convention" means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The "COP" means the Conference of the Parties to the Convention;

(c) "CTCN" means the Climate Technology Centre and Network;

(d) The "Board" means the Advisory Board of the CTCN;

(e) The "Chair" means the member of the Board elected as Chair of the Board;

(f) The "Vice-Chair" means the member of the Board elected as Vice-Chair of the Board;

(g) "Stakeholders" mean the entities that have a role in the implementation of the functions of the Board, or who may affect or be affected by the recommendations and actions of the Board;

(h) The "Secretary" means the Secretary of the Board, as per decision 14/CP.18, annex II, paragraph 3.

III. Members

3. The Board of the CTCN, with the aim of achieving fair and balanced representation, shall constitute the following:

(a) Sixteen government representatives, comprising equal representation from Parties included in Annex I to the Convention (Annex I Parties) and Parties not included in Annex I to the Convention (non-Annex I Parties);

(b) The Chair and the Vice-Chair of the Technology Executive Committee (TEC) in their official capacity as TEC representatives;

(c) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Green Climate Fund Board in his/her official capacity as a Green Climate Fund representative;

(d) The Chair or the Vice-Chair of the Adaptation Committee, or a member designated by the Chair and the Vice-Chair, in his/her official capacity as an Adaptation Committee representative;

(e) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Standing Committee in his/her official capacity as a Standing Committee representative;

(f) The Director of the CTCN in his/her official capacity as the CTCN representative;

(g) Three representatives, with one being selected by each of the following UNFCCC observer organization constituencies, taking into account balanced geographical representation: environmental non-governmental organizations, business and industry non-governmental organizations and research and independent non-governmental organizations, with relevant expertise in technology, finance or business, received by the host organization of the Climate Technology Centre (CTC), taking into account balanced geographical representation.

4. Government representatives shall be nominated by their respective groups or constituencies and elected by the Conference of the Parties (COP). Groups or constituencies are encouraged to nominate the government representatives to the Board, with a view to achieving an appropriate balance of expertise relevant to the development and transfer of technologies for adaptation and mitigation, taking into account the need to achieve gender balance in accordance with decisions 36/CP.7 and 23/CP.18.

5. Government representatives elected to the Board shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:

(a) Half of the members shall be elected initially for a term of three years and half shall be elected for a term of two years;

(b) Thereafter, the COP shall elect half of the members every year for a term of two years;

(c) The members shall remain in office until their successors are elected.

6. If a government representative of the Board resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Board may decide, bearing in mind the proximity of the next session of the COP, to appoint another representative from the same constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.

7. The members of the Board referred to in paragraph 3(b) above shall serve in accordance with their term of office.

8. The members of the Board referred to in paragraph 3(c), (d) and (e) above shall serve in accordance with their term of office.

9. The members of the Board referred to in paragraph 3(g) above shall be eligible to serve for a maximum term of office of one year.

10. The term of office of a member shall start at the first meeting of the Board in the calendar year following his or her election and shall end immediately before the first meeting of the Board in the calendar year following the term ends, as applicable two or three years thereafter.

11. If a member is unable to participate in two consecutive meetings of the Board or is unable to perform the functions and tasks set out by the Board, the Chair of the Advisory

Board will bring this matter to the attention of the Advisory Board and will seek clarification from the regional group that nominated that member on the status of his or her membership.

IV. Chair and Vice-Chair

12. The Advisory Board shall elect annually a Chair and a Vice-Chair from among the members referred to in paragraph 3(a) above for a term of one year each, with one being from an Annex I Party and the other being from a non-Annex I Party. The term shall start at the end of first meeting of the calendar year until the end of first meeting of the following calendar year. The positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party. After the Chair completes her or his term, the Vice-Chair shall be elected as the Chair, and another member shall be elected as Vice-Chair.

13. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as Chair. In the absence of the Chair and the Vice-Chair at a particular meeting, any other members identified in paragraph 3(a) above designated by the Board shall temporarily serve as the Chair of that meeting.

14. If the Chair or the Vice-Chair is unable to complete the term of office, the Board shall elect a replacement to complete the term of office, taking into account paragraph 12 above.

15. The Chair and the Vice-Chair shall collaborate in chairing meetings of the Board and in executing the work of the Board throughout the year so as to ensure coherence between meetings.

16. The Chair shall, inter alia, declare the opening and closing of the meeting, ensure the observance of these rules, accord the right to speak and announce decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order.

17. The Chair and/or the Vice-Chair, or any member designated by the Board, shall report to the COP, to the Subsidiary Body for Implementation, and/or to the Subsidiary Body for Scientific and Technological Advice on behalf of the Board.

18. The Chair and/or the Vice-Chair, or any member designated by the Board, shall represent the Board at external meetings and shall report back to the Board on those meetings.

19. The Board may further define additional roles and responsibilities for the Chair and Vice-Chair.

20. The Chair and the Vice-Chair in the exercise of their functions remain under the authority of the Board.

V. Secretary

21. The Director of the CTCN shall be the Secretary of the Board.

22. The Secretary shall be responsible for facilitating and providing support to:

(a) Making the necessary arrangements for the meetings of the Board, including announcing meetings, issuing invitations and making available the documents for meetings;

(b) Maintaining meeting records and arranging for the storage and preservation of documents of meetings;

(c) Making available to the public documents of the meetings of the Board, unless a specific document is deemed confidential by the Board.

23. The Secretary shall be responsible for facilitating the tracking of the implementation of decisions on actions taken by the Board and report on the progress of these actions between meetings and at each meeting of the Board.

24. In addition, the Secretary shall facilitate support that the Board may require or that the COP may direct with respect to the work of the Board.

VI. Meetings

25. The Board shall meet twice per year, or more frequently if necessary, to discharge its responsibilities.

26. The meetings of the Board shall take place at the premises of the CTC, unless otherwise decided by the Board and subject to the necessary arrangements being made by the Secretary in consultation with the Chair and the Vice-Chair. Decisions on the location of meetings other than at the premises of the CTC shall take into account the benefits of venue rotation, particularly in developing countries and facilitating the participation of key stakeholders.

27. At the first Board meeting of each calendar year, the Chair, in consultation with the Vice-Chair, shall propose, for the approval of the Board, a provisional schedule of meetings for that calendar year.

28. If changes to the schedule or additional meetings are required, the Secretary shall notify members of the dates and venues of those meetings by circulating a notification and posting such information on the CTCN website at least eight weeks prior to that meeting. Where it is essential to facilitate the work of the Board, the Chair and Vice-Chair may decide to shorten the notification period.

29. Members are requested to confirm their attendance at meetings of the Board as early as possible and at least four weeks prior to that meeting.

30. The Chair and the Vice-Chair, with the assistance of the Secretary, will decide on the organization of a planned meeting if confirmation by members does not ensure quorum, as defined in section VII.

VII. Quorum

31. At least 11 of the Board members referred to in paragraph 3(a) above must be present to constitute a quorum, with a minimum of five being from Annex I Parties and a minimum of five being from non-Annex I Parties.

32. The quorum shall be verified by the Chair at the time of the adoption of decisions by the Board.

VIII. Agenda and documents for meetings

33. The Chair of the Board shall, in consultation with the Vice-Chair and assisted by the Secretary, prepare the provisional agenda for each meeting as well as a draft report of the meeting.

34. The provisional agenda for each meeting shall be transmitted to members at least four weeks in advance of the meeting.

35. Members may propose additions or changes to the provisional agenda, in writing, to the Secretary within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the Secretary in agreement with the Chair and the Vice-Chair.

36. The Secretary shall indicate the administrative and financial implications of all substantive items on the proposed agenda.

37. The Secretary shall transmit the provisional annotated agenda and any supporting documentation to the members at least two weeks prior to that meeting. Documents may be transmitted after that date with the approval of the Chair and the Vice-Chair.

38. Documents for a meeting of the Board shall be published on the CTCN website at least one week prior to that meeting, unless it has been decided by the Chair and Vice-Chair that the documentation should be restricted to protect confidential information.

39. The Board shall, at the beginning of each meeting, adopt the meeting agenda.

40. Any item included in the agenda for a meeting of the Board, consideration of which has not been completed at that meeting, shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Board.

IX. Decision-making

41. Decisions of the Board will be taken by consensus of the Board members referred to in paragraph 3(a) and (b) above.

42. The Chair or Vice-Chair shall ascertain whether consensus has been reached. The Chair or Vice-Chair shall declare that a consensus does not exist if there is a stated objection to the proposed decision under consideration by a member of the Board referred to in paragraph 41 above.

43. If all efforts at reaching a consensus have been exhausted and no agreement has been reached, decisions shall be taken by a three-fourths majority of the members referred to in paragraph 41 above present and voting at the meeting. Members abstaining from voting shall be considered as not voting in determining the majority.

44. The Chair or Vice-Chair shall ensure quorum, as defined in section VII, before conducting a vote.

45. Decisions outside of official meetings may occur on an extraordinary basis when, in the judgement of the Chair and Vice-Chair, a decision must be taken by the Board that should not be postponed until the next meeting of the Board.

46. The Secretary, with the approval of the Chair and the Vice-Chair, shall transmit to each member a proposed decision with an invitation to approve the decision.

47. Each member's comments on the proposed decision shall be sent to the Secretary, and made available to all members including the attribution of those comments, during such period as the Secretary may prescribe, provided that such period is no less than two weeks.

48. At the expiration of the comments period, the decision shall be approved if there are a minimum of five votes in favour from members referred to in paragraph 3(a) above from Annex I Parties and five votes in favour from members referred to in paragraph 3(a) above from non-Annex I Parties and no objections from members referred to in paragraph 3(a) and (b) above.

49. Each member referred to in paragraph 3(a) and (b) above shall have one vote. For the purpose of this rule, the phrase "members present and voting" means members referred to in paragraph 3(a) and (b) above that are present at the meeting at which voting takes place, and casting an affirmative or negative vote.

X. Working language

50. The working language of the Board shall be English.

XI. Participation of expert advisors at meetings

51. The Advisory Board will invite expert observers to attend meetings based on specific requirements of the agenda.

52. The Chair may, in consultation with the Vice-Chair and members of the Board, invite representatives of intergovernmental and international organizations as well as the private sector and civil society to participate in the meeting of the Board as expert advisors on specific matters under consideration by the Board.

53. Secretary shall assist in identifying and arranging participation of expert observers as per the Board's request.

XII. Participation of observers

54. The meetings of the Board shall be open to attendance as observers, by Parties, the Secretary, and accredited members of observer organizations, except where otherwise decided by the Board.

55. The Board may decide on additional procedures for the participation of observer organizations other than those accredited to the UNFCCC.

56. The Board may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings.

57. The Board may decide at any time that a meeting or part thereof should be closed to observers.

58. The Secretary shall notify observers of the date and venue of the meeting that they may attend. Observers shall notify the Secretary at least two weeks in advance of a meeting of their intention to attend.

59. The Chair or the Vice-Chair will open the floor for intervention by observers at least once per meeting. In addition observers may, upon invitation from the Chair or the Vice-Chair and if members raise no objection, make presentations relating to matters under consideration by the Board.

XIII. Use of electronic means of communication

60. The Board will use electronic means of communication to facilitate work between meetings and to take decisions as described in paragraphs 45–48 above.

XIV. Amendments to the rules of procedure

61. These rules of procedure may be amended by the Board in accordance with paragraphs 41 43 above and to be effective must be approved formally by the COP. Pending formal approval, the Board may decide to apply the amendment provisionally.

XV. Overriding authority of the Convention

62. In the event of any conflict between any provisions of these rules and any provision of the Convention, the Convention shall take precedence.

10th plenary meeting
22 November 2013

Decision 26/CP.19

Budget performance for the biennium 2012–2013

The Conference of the Parties,

1. *Takes note* of the information contained in the interim financial statements for the biennium 2012–2013 as at 31 December 2012,[1] the report on budget performance for the period from 1 January 2012 to 30 June 2013[2] and the status of contributions as at 31 October 2013 to the Trust Fund for the Core Budget of the UNFCCC, the Trust Fund for Supplementary Activities and the Trust Fund for Participation in the UNFCCC Process;[3]

2. *Expresses appreciation* to Parties that made contributions to the core budget in a timely manner;

3. *Calls upon* Parties that have not made contributions to the core budget to do so without delay, bearing in mind that contributions are due on 1 January of each year in accordance with the financial procedures;

4. *Expresses appreciation* for the contributions received from Parties to the Trust Fund for Participation in the UNFCCC Process and to the Trust Fund for Supplementary Activities;

5. *Reiterates* its appreciation to the Government of Germany for its annual voluntary contribution to the core budget of EUR 766,938 and its special contribution of EUR 1,789,522 as Host Government of the secretariat.

10th plenary meeting
22 November 2013

[1] FCCC/SBI/2013/INF.4.
[2] FCCC/SBI/2013/14.
[3] FCCC/SBI/2013/INF.15.

Decision 27/CP.19

Programme budget for the biennium 2014–2015

The Conference of the Parties,

Recalling paragraph 4 of the financial procedures for the Conference of the Parties to the United Nations Framework Convention on Climate Change,[1]

Having considered the proposed programme budget for the biennium 2014–2015 submitted by the Executive Secretary,[2]

1. *Acknowledges* the efforts made by the Executive Secretary to achieve 3 per cent efficiency gains during the implementation of the 2012–2013 programme budget;

2. *Agrees* that the programme budget for 2014–2015 shall reflect an extraordinary 3 per cent efficiency dividend of EUR 1,355,094 on programme expenditures;[3]

3. *Approves* the programme budget for the biennium 2014–2015, amounting to EUR 54,648,484 for the purposes specified in table 1;

4. *Notes with appreciation* the annual contribution of EUR 766,938 of the Host Government, which offsets planned expenditures;

5. *Approves* a drawing of EUR 2,800,000 from unspent balances or contributions (carry-over) from previous financial periods to cover part of the budget for the biennium 2014–2015;

6. *Also approves* the staffing table (table 2) for the programme budget;

7. *Notes* that the programme budget contains elements relating to the Convention as well as to the Kyoto Protocol;

8. *Also notes* that the approved programme budget includes additional provisions for undertaking activities to enhance the implementation of existing and new mandates aimed at achieving the objectives of the Adaptation programme and the Mitigation, Data and Analysis programme as specified in document FCCC/SBI/2013/6/Add.1;

9. *Requests* the secretariat, on an exceptional basis and as part of measures to improve cost efficiency, to conduct the reviews of individual annual greenhouse gas inventories of those Annex I Parties which do not have quantified emission reduction or limitation commitments inscribed for the first or the second commitment period of the Kyoto Protocol only one time in the biennium 2014–2015;

10. *Emphasizes* the need for Parties to further save costs by using Bonn, Germany, as the principal venue for meetings;[4]

11. *Adopts* the indicative scale of contributions for 2014 and 2015 contained in the annex, covering 71.2 per cent of the indicative contributions specified in table 1;

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[1] Decision 15/CP.1, annex I.

[2] FCCC/SBI/2013/6 and Add.1–3.

[3] Excluding programme expenditures for provisions for the implementation of the measurement, reporting and verification regime under the Convention as related activities are new and include several specific cost-saving measures to be implemented in the biennium 2014–2015.

[4] Decision 25/CP.18, paragraph 10, and decision 13/CMP.8, paragraph 11.

12. *Invites* the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, at its ninth session, to endorse the elements of the recommended budget as it applies to the Kyoto Protocol;

13. *Also invites* the United Nations General Assembly to decide at its sixty-eighth session (17 September 2013 to 15 September 2014) on the issue of meeting the conference services expenses from its regular budget;

14. *Approves* a contingency budget for conference services, amounting to EUR 8,381,600, to be added to the programme budget for the biennium 2014–2015 in the event that the United Nations General Assembly decides not to provide resources for these activities in the United Nations regular budget (table 3);

15. *Requests* the Executive Secretary to report to the Subsidiary Body for Implementation on the implementation of paragraphs 8 and 14 above, as necessary;

16. *Authorizes* the Executive Secretary to make transfers between each of the main appropriation lines set out in table 1, up to an aggregate limit of 15 per cent of total estimated expenditure for those appropriation lines, provided that a further limitation of up to minus 25 per cent of each such appropriation line shall apply;

17. *Decides* to maintain the level of the working capital reserve at 8.3 per cent of the estimated expenditure;

18. *Invites* all Parties to the Convention to note that contributions to the core budget are due on 1 January of each year in accordance with paragraph 8(b) of the financial procedures and to pay promptly and in full, for each of the years 2014 and 2015, the contributions required to finance expenditures approved under paragraph 3 above and any contributions required to finance the expenditures arising from the decision referred to in paragraph 14 above;

19. *Authorizes* the Executive Secretary to implement decisions taken by the Conference of the Parties at its nineteenth session for which provisions are not made under the approved budget, using voluntary contributions and resources available under the core budget;

20. *Urges* Parties to make voluntary contributions, as necessary for the timely implementation of all mandates given to the secretariat and to cover those requirements for support to the implementation of the processes relating to measurement, reporting and verification that cannot be fully met by the core budget at the approved level;

21. *Takes note* of the funding estimates for the Trust Fund for Participation in the UNFCCC Process specified by the Executive Secretary (table 4) and invites Parties to make contributions to this fund;

22. *Also takes note* of the funding estimates for the Trust Fund for Supplementary Activities specified by the Executive Secretary (EUR 47,790,786) for the biennium 2014–2015 (table 5), and invites Parties to make contributions to this fund;

23. *Requests* the Executive Secretary to report to the Conference of the Parties at its twentieth session (December 2014) on income and budget performance, and to propose any adjustments that might be needed in the programme budget for the biennium 2014–2015.

Table 1
Proposed core budget for 2014–2015 by programme (EUR)

	2014	*2015*	*Total*
A. Programme appropriations			
Executive Direction and Management	2 255 945	2 266 985	4 522 930
Mitigation, Data and Analysis	6 723 151	7 985 348	14 708 499
Finance, Technology and Capacity-building	2 747 990	2 856 490	5 604 480
Adaptation	2 478 449	2 466 039	4 944 488
Sustainable Development Mechanisms	552 174	552 174	1 104 348
Legal Affairs	1 352 010	1 323 010	2 675 020
Conference Affairs Services	1 711 631	1 732 131	3 443 762
Communications and Outreach	1 611 090	1 611 090	3 222 180
Information Technology Services	2 949 246	2 949 579	5 898 825
Administrative Services[a]			
B. Secretariat-wide operating costs[b]	1 753 803	1 577 864	3 331 667
Programme expenditures (A + B)	**24 135 489**	**25 320 710**	**49 456 199**
Less: Extraordinary efficiency dividend	678 702	676 392	1 355 094
C. Revised programme expenditures	**23 456 787**	**24 644 318**	**48 101 105**
D. Programme support costs (overheads)[c]	3 049 387	3 203 761	6 253 148
E. Adjustment to working capital reserve[d]	182 852	111 379	294 231
Total (C + D + E)	**26 689 026**	**27 959 458**	**54 648 484**
Income			
Contribution from the Host Government	766 938	766 938	1 533 876
Unspent balances or contributions from previous financial periods (carry-over)	1 400 000	1 400 000	2 800 000
Indicative contributions	**24 522 088**	**25 792 520**	**50 314 608**
Total income	**26 689 026**	**27 959 458**	**54 648 484**

[a] Administrative Services (AS) is funded from programme support costs (overheads).

[b] Secretariat-wide operating costs are managed by AS.

[c] Standard 13 per cent applied for administrative support. See chapter XI of document FCCC/SBI/2013/6.

[d] In accordance with the financial procedures (decision 15/CP.1), the core budget is required to maintain a working capital reserve of 8.3 per cent (one month of operating requirements). The total working capital reserve will increase to EUR 2,311,391 by 2015.

Table 2
Secretariat-wide staffing from the core budget

	2014	*2015*
Professional category and above[a]		
ASG	1	1
D-2	3	3
D-1	7	7
P-5	15	15
P-4	35	35
P-3	41	43
P-2	15	16
Subtotal Professional category and above	**117**	**120**
Subtotal General Service category	**52.5**	**53.5**
Total	**169.5**	**173.5**

[a] Assistant Secretary-General (ASG), Director (D) and Professional (P).

Table 3
Resource requirements for the conference services contingency (EUR)

	2014	*2015*	*2014–2015*
Object of expenditure			
Interpretation[a]	953 700	982 300	1 936 000
Documentation[b]			
Translation	1 762 100	1 815 000	3 577 100
Reproduction and distribution	596 300	614 200	1 210 500
Meetings services support[c]	194 100	199 900	394 000
Subtotal	**3 506 200**	**3 611 400**	**7 117 600**
Programme support costs	455 800	469 500	925 300
Working capital reserve	328 800	9 900	338 700
Total	**4 290 800**	**4 090 800**	**8 381 600**

Note: Assumptions used for calculating the conference services contingency budget include the following:

(a) The expected number of meetings with interpretation does not exceed 40 per session;

(b) The expected documentation volume is based on the calculations provided by the United Nations Office at Geneva;

(c) Meetings services support includes staff normally provided by the United Nations Office at Geneva conference services for the in-session coordination and support of interpretation, translation and reproduction services;

(d) Overall, the figures used are conservative and have been applied on the assumption that there will be no major increase in requirements during the biennium.

[a] Includes salaries, travel and daily subsistence allowance for interpreters.

[b] Includes all costs related to the processing of pre-, in- and post-session documentation; translation costs include revision and typing of documents.

[c] Includes salaries, travel and daily subsistence allowance for meeting services support staff and costs for shipment and telecommunications.

Table 4
Resource requirements for the Trust Fund for Participation in the UNFCCC Process in the biennium 2014–2015

Number of delegates	*Estimated cost (EUR)*
Support for one delegate from each eligible Party to participate in a one-week session organized in Bonn, Germany	615 000
Support for one delegate from each eligible Party to participate in a two-week session organized in Bonn	950 000
Support for one delegate from each eligible Party plus a second delegate from each least developed country and each small island developing State to participate in a two-week session organized in Bonn	1 485 000
Support for two delegates from each eligible Party to participate in a two-week session organized in Bonn	1 905 000
Support for two delegates from each eligible Party plus a delegate from each least developed country and each small island developing State to participate in a two-week session	2 465 000

Table 5
Resource requirements for the Trust Fund for Supplementary Activities in the biennium 2014–2015

Activities to be undertaken by the secretariat	*EUR*
Convention	
Supporting the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP)	1 973 613
Supporting four additional ADP meetings	4 921 602
Supporting the work programme for the development of modalities and guidelines for monitoring, reporting and verification for developed country Parties stemming from decisions 1/CP.16 and 2/CP.17	1 506 832
Supporting the work on national communications from non-Annex I Parties and the implementation of the work programme of the reconstituted Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	2 073 311
Supporting the implementation of national greenhouse gas inventories and related activities by non-Annex I Parties, including the further development and maintenance of the greenhouse gas inventory software for non-Annex I Parties and supporting national forest monitoring systems	2 704 768
Supporting the implementation of enhanced action on mitigation by developing country Parties	3 649 527
Development, deployment and operation of the registry of nationally appropriate mitigation actions	1 165 748
Measurable, reportable and verifiable nationally appropriate mitigation commitments or actions, including quantified emission limitation and reduction objectives, by all developed country Parties, while ensuring the comparability of efforts among them, taking into account differences in their national circumstances	2 006 793
Supporting the implementation of the work programme on climate change education, public awareness and public participation	356 899
Supporting the work of the Standing Committee on Finance	1 304 834

Activities to be undertaken by the secretariat	*EUR*
Supporting the implementation of the Technology Mechanism and the work of the Technology Executive Committee, including the implementation of the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention	1 105 400
Supporting the implementation of the Cancun Adaptation Framework	4 643 441
Supporting the least developed countries and the Least Developed Countries Expert Group	1 457 418
Supporting the implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change	1 507 601
Supporting activities relating to climate change science, research and systematic observation	352 567
Supporting the periodic review of the adequacy of the long-term global goal referred to in decision 1/CP.16, paragraph 4	935 685
Stakeholder engagement and knowledge management	912 964
Subtotal	**32 580 001**
Kyoto Protocol	
Developing and maintaining the compilation and accounting database under the Kyoto Protocol	429 369
Supporting the Compliance Committee of the Kyoto Protocol	515 079
Subtotal	**944 448**
Convention and Kyoto Protocol	
Supporting activities relating to land use, land-use change and forestry, reducing emissions from deforestation and forest degradation, the enhancement of carbon sinks and the role of sinks in future mitigation actions	2 936 893
Providing training for expert review teams and organizing meetings of the lead reviewers	1 899 259
Supporting activities relating to the impact of the implementation of response measures	555 282
Maintaining and developing UNFCCC information systems for the receipt, processing and review of greenhouse gas data, including the UNFCCC submission portal, the Inventory Virtual Team Room and the greenhouse gas data interface	343 370
Facilitating the implementation of the work programme on the revision of the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories", the use of the Intergovernmental Panel on Climate Changes *2006 IPCC Guidelines for National Greenhouse Gas Inventories* and the revision of provisions relating to Articles 5, 7 and 8 of the Kyoto Protocol	174 020
Supporting the upgraded software (CRF Reporter) for the reporting of greenhouse gas emissions by Annex I Parties	909 303
Supporting the implementation of the framework for capacity-building in developing countries established under decision 2/CP.7 and the framework for capacity-building in countries with economies in transition established under decision 3/CP.7	402 099
Supporting the implementation of Article 7, paragraph 6, of the Convention and side events and exhibits at sessions	836 923
Managing the secretariat's business records	848 223
Providing archive services for the historical records of the UNFCCC	1 374 204
Digitizing audio and video recordings	1 170 462

Activities to be undertaken by the secretariat	*EUR*
Developing internal communication tools and channels within the secretariat, in order to ensure communication between management and staff and between and among staff, with a view to supporting corporate culture and engagement	235 085
Relaunching the website for the UNFCCC: pnase II – from negotiation support to climate action	1 802 034
Undertaking a digital media campaign to create a groundswell for the twenty-first session of the Conference of the Parties	330 005
Maintaining the online portal for UNFCCC information in Spanish	184 755
Developing country media training in the run-up to United Nations climate change conferences	264 420
Subtotal	**14 266 337**
Grand total	**47 790 786**

Annex

Table 6
Indicative scale of contributions from Parties to the Convention for the biennium 2014–2015

Party	*United Nations scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2015*
Afghanistan	0.005	0.005	0.005
Albania	0.010	0.010	0.010
Algeria	0.137	0.134	0.134
Andorra	0.008	0.008	0.008
Angola	0.010	0.010	0.010
Antigua and Barbuda	0.002	0.002	0.002
Argentina	0.432	0.421	0.421
Armenia	0.007	0.007	0.007
Australia	2.074	2.022	2.022
Austria	0.798	0.778	0.778
Azerbaijan	0.040	0.039	0.039
Bahamas	0.017	0.017	0.017
Bahrain	0.039	0.038	0.038
Bangladesh	0.010	0.010	0.010
Barbados	0.008	0.008	0.008
Belarus	0.056	0.055	0.055
Belgium	0.998	0.973	0.973
Belize	0.001	0.001	0.001
Benin	0.003	0.003	0.003
Bhutan	0.001	0.001	0.001
Bolivia (Plurinational State of)	0.009	0.009	0.009
Bosnia and Herzegovina	0.017	0.017	0.017
Botswana	0.017	0.017	0.017
Brazil	2.934	2.861	2.861
Brunei Darussalam	0.026	0.025	0.025
Bulgaria	0.047	0.046	0.046
Burkina Faso	0.003	0.003	0.003
Burundi	0.001	0.001	0.001
Cambodia	0.004	0.004	0.004
Cameroon	0.012	0.012	0.012
Canada	2.984	2.909	2.909
Cabo Verde	0.001	0.001	0.001
Central African Republic	0.001	0.001	0.001
Chad	0.002	0.002	0.002
Chile	0.334	0.326	0.326
China	5.148	5.019	5.019
Colombia	0.259	0.253	0.253
Comoros	0.001	0.001	0.001
Congo	0.005	0.005	0.005
Cook Islands	0.001	0.001	0.001
Costa Rica	0.038	0.037	0.037
Côte d'Ivoire	0.011	0.011	0.011
Croatia	0.126	0.123	0.123
Cuba	0.069	0.067	0.067

Party	*United Nations scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2015*
Cyprus	0.047	0.046	0.046
Czech Republic	0.386	0.376	0.376
Democratic People's Republic of Korea	0.006	0.006	0.006
Democratic Republic of the Congo	0.003	0.003	0.003
Denmark	0.675	0.658	0.658
Djibouti	0.001	0.001	0.001
Dominica	0.001	0.001	0.001
Dominican Republic	0.045	0.044	0.044
Ecuador	0.044	0.043	0.043
Egypt	0.134	0.131	0.131
El Salvador	0.016	0.016	0.016
Equatorial Guinea	0.010	0.010	0.010
Eritrea	0.001	0.001	0.001
Estonia	0.040	0.039	0.039
Ethiopia	0.010	0.010	0.010
European Union	2.500	2.500	2.500
Fiji	0.003	0.003	0.003
Finland	0.519	0.506	0.506
France	5.593	5.453	5.453
Gabon	0.020	0.020	0.020
Gambia	0.001	0.001	0.001
Georgia	0.007	0.007	0.007
Germany	7.141	6.963	6.963
Ghana	0.014	0.014	0.014
Greece	0.638	0.622	0.622
Grenada	0.001	0.001	0.001
Guatemala	0.027	0.026	0.026
Guinea	0.001	0.001	0.001
Guinea-Bissau	0.001	0.001	0.001
Guyana	0.001	0.001	0.001
Haiti	0.003	0.003	0.003
Honduras	0.008	0.008	0.008
Hungary	0.266	0.259	0.259
Iceland	0.027	0.026	0.026
India	0.666	0.649	0.649
Indonesia	0.346	0.337	0.337
Iran (Islamic Republic of)	0.356	0.347	0.347
Iraq	0.068	0.066	0.066
Ireland	0.418	0.408	0.408
Israel	0.396	0.386	0.386
Italy	4.448	4.337	4.337
Jamaica	0.011	0.011	0.011
Japan	10.833	10.562	10.562
Jordan	0.022	0.021	0.021
Kazakhstan	0.121	0.118	0.118
Kenya	0.013	0.013	0.013
Kiribati	0.001	0.001	0.001
Kuwait	0.273	0.266	0.266
Kyrgyzstan	0.002	0.002	0.002

Party	*United Nations scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2015*
Lao People's Democratic Republic	0.002	0.002	0.002
Latvia	0.047	0.046	0.046
Lebanon	0.042	0.041	0.041
Lesotho	0.001	0.001	0.001
Liberia	0.001	0.001	0.001
Libya	0.142	0.138	0.138
Liechtenstein	0.009	0.009	0.009
Lithuania	0.073	0.071	0.071
Luxembourg	0.081	0.079	0.079
Madagascar	0.003	0.003	0.003
Malawi	0.002	0.002	0.002
Malaysia	0.281	0.274	0.274
Maldives	0.001	0.001	0.001
Mali	0.004	0.004	0.004
Malta	0.016	0.016	0.016
Marshall Islands	0.001	0.001	0.001
Mauritania	0.002	0.002	0.002
Mauritius	0.013	0.013	0.013
Mexico	1.842	1.796	1.796
Micronesia (Federated States of)	0.001	0.001	0.001
Monaco	0.012	0.012	0.012
Mongolia	0.003	0.003	0.003
Montenegro	0.005	0.005	0.005
Morocco	0.062	0.060	0.060
Mozambique	0.003	0.003	0.003
Myanmar	0.010	0.010	0.010
Namibia	0.010	0.010	0.010
Nauru	0.001	0.001	0.001
Nepal	0.006	0.006	0.006
Netherlands	1.654	1.613	1.613
New Zealand	0.253	0.247	0.247
Nicaragua	0.003	0.003	0.003
Niger	0.002	0.002	0.002
Nigeria	0.090	0.088	0.088
Niue	0.001	0.001	0.001
Norway	0.851	0.830	0.830
Oman	0.102	0.099	0.099
Pakistan	0.085	0.083	0.083
Palau	0.001	0.001	0.001
Panama	0.026	0.025	0.025
Papua New Guinea	0.004	0.004	0.004
Paraguay	0.010	0.010	0.010
Peru	0.117	0.114	0.114
Philippines	0.154	0.150	0.150
Poland	0.921	0.898	0.898
Portugal	0.474	0.462	0.462
Qatar	0.209	0.204	0.204
Republic of Korea	1.994	1.944	1.944
Republic of Moldova	0.003	0.003	0.003

Party	*United Nations scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2015*
Romania	0.226	0.220	0.220
Russian Federation	2.438	2.377	2.377
Rwanda	0.002	0.002	0.002
Saint Kitts and Nevis	0.001	0.001	0.001
Saint Lucia	0.001	0.001	0.001
Saint Vincent and the Grenadines	0.001	0.001	0.001
Samoa	0.001	0.001	0.001
San Marino	0.003	0.003	0.003
Sao Tome and Principe	0.001	0.001	0.001
Saudi Arabia	0.864	0.842	0.842
Senegal	0.006	0.006	0.006
Serbia	0.040	0.039	0.039
Seychelles	0.001	0.001	0.001
Sierra Leone	0.001	0.001	0.001
Singapore	0.384	0.374	0.374
Slovakia	0.171	0.167	0.167
Slovenia	0.100	0.098	0.098
Solomon Islands	0.001	0.001	0.001
Somalia	0.001	0.001	0.001
South Africa	0.372	0.363	0.363
Spain	2.973	2.899	2.899
Sri Lanka	0.025	0.024	0.024
Sudan	0.010	0.010	0.010
Suriname	0.004	0.004	0.004
Swaziland	0.003	0.003	0.003
Sweden	0.960	0.936	0.936
Switzerland	1.047	1.021	1.021
Syrian Arab Republic	0.036	0.035	0.035
Tajikistan	0.003	0.003	0.003
Thailand	0.239	0.233	0.233
The former Yugoslav Republic of Macedonia	0.008	0.008	0.008
Timor-Leste	0.002	0.002	0.002
Togo	0.001	0.001	0.001
Tonga	0.001	0.001	0.001
Trinidad and Tobago	0.044	0.043	0.043
Tunisia	0.036	0.035	0.035
Turkey	1.328	1.295	1.295
Turkmenistan	0.019	0.019	0.019
Tuvalu	0.001	0.001	0.001
Uganda	0.006	0.006	0.006
Ukraine	0.099	0.097	0.097
United Arab Emirates	0.595	0.580	0.580
United Kingdom of Great Britain and Northern Ireland	5.179	5.050	5.050
United Republic of Tanzania	0.009	0.009	0.009
United States of America	22.000	21.450	21.450
Uruguay	0.052	0.051	0.051
Uzbekistan	0.015	0.015	0.015
Vanuatu	0.001	0.001	0.001

Party	*United Nations scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2014*	*UNFCCC adjusted scale of assessments for 2015*
Venezuela (Bolivarian Republic of)	0.627	0.611	0.611
Viet Nam	0.042	0.041	0.041
Yemen	0.010	0.010	0.010
Zambia	0.006	0.006	0.006
Zimbabwe	0.002	0.002	0.002
Total	**102.498**	**100.000**	**100.000**

10th plenary meeting
23 November 2013

Decision 28/CP.19

Dates and venues of future sessions

The Conference of the Parties,

Recalling Article 7, paragraph 4, of the Convention,

Also recalling United Nations General Assembly resolution 40/243 of 18 December 1985 on the pattern of conferences,

Further recalling rule 22, paragraph 1, of the draft rules of procedure being applied regarding the rotation of the office of President among the five regional groups,

I. Dates and venues of future sessions

A. Twentieth session of the Conference of the Parties and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

1. *Decides* to accept with appreciation the offer by the Government of Peru to host the twentieth session of the Conference of the Parties and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol in Lima, Peru, from Monday, 1 December to Friday, 12 December 2014,[1] subject to confirmation by the Bureau of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol that all logistical, technical and financial elements for hosting the sessions are available, in conformity with United Nations General Assembly resolution 40/243, and subject to the successful conclusion of a Host Country Agreement;

2. *Requests* the Executive Secretary to continue consultations with the Government of Peru and to negotiate and finalize a Host Country Agreement for convening the sessions that complies with the provisions of United Nations administrative instruction ST/AI/342, with a view to concluding and signing the Host Country Agreement not later than the fortieth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (June 2014);

B. Twenty-first session of the Conference of the Parties and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

3. *Decides* to accept with appreciation the offer by the Government of France to host the twenty-first session of the Conference of the Parties and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol in

[1] These dates revise the dates of the twentieth session of the Conference of the Parties and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol indicated in decisions 19/CP.17, paragraph 8(a), and 26/CP.18, paragraph 4.

Paris, France, from Monday, 30 November to Friday, 11 December 2015,[2] subject to confirmation by the Bureau of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol that all logistical, technical and financial elements for hosting the sessions are available, in conformity with United Nations General Assembly resolution 40/243, and subject to the successful conclusion of a Host Country Agreement;

4. *Requests* the Executive Secretary to continue consultations with the Government of France and to negotiate and finalize a Host Country Agreement for convening the sessions that complies with the provisions of United Nations administrative instruction ST/AI/342, with a view to concluding and signing the Host Country Agreement not later than the forty-second sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (June 2015);

C. Twenty-second session of the Conference of the Parties and the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

5. *Notes* that in keeping with the principle of rotation among regional groups, and in the light of recent consultations among the groups, the President of the twenty-second session of the Conference of the Parties and the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol would come from the African States;

6. *Notes* the offer of the Government of Senegal to host the twenty-second session of the Conference of the Parties and the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (November–December 2016);

II. Calendar of meetings of the Convention bodies

7. *Decides* to adopt the following dates for the sessional periods in 2018:

(a) Wednesday, 2 May to Sunday, 13 May;

(b) Wednesday, 7 November to Sunday, 18 November.

8th plenary meeting
22 November 2013

[2] These dates revise the dates of the twenty-first session of the Conference of the Parties and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol indicated in decisions 19/CP.17, paragraph 8(b), and 26/CP.18, paragraph 6.

Resolution 1/CP.19

Expression of gratitude to the Government of the Republic of Poland and the people of the city of Warsaw

Draft resolution submitted by Peru

The Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol,

Having met in Warsaw from 11 November to 22 November 2013 at the invitation of the Government of the Republic of Poland,

1. *Express their profound gratitude* to the Government of the Republic of Poland for having made it possible for the nineteenth session of the Conference of the Parties and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol to be held in Warsaw;

2. *Request* the Government of the Republic of Poland to convey to the city and people of Warsaw the gratitude of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol for the hospitality and warmth extended to the participants.

10th plenary meeting
23 November 2013